



**U.S. Department of State**  
**Bureau of Educational and Cultural Affairs**  
**Private Sector Exchange**



February 15, 2023

Dear Host Employer:

Welcome to the U.S. Department of State's BridgeUSA Exchange Visitor Program. As a company that supports an exchange visitor under the Summer Work Travel (SWT) program, you are part of a larger mission and vision that has been a part of U.S. public diplomacy efforts since 1949. Your company and community will share language, culture, and customs with your exchange visitors and will foster a deeper understanding between countries throughout the world.

The responsibility of creating an effective, meaningful, safe, and productive summer exchange experience rests with you as the host. To this end, you must be prepared to work with the SWT exchange visitor to establish an environment that is as conducive both to professionalism and cultural exchange as much as possible. SWT visitors require ongoing supervision and should have ample opportunities to ask questions and participate in cultural activities both during and outside of regular duty hours.

Information about the SWT program can be found on the Department's website at <https://j1visa.state.gov/programs/summer-work-travel>. I hope this will be a rewarding experience for you, your company, and the exchange visitor. It is critical that you notify the exchange visitor's program sponsor if you have any concerns or if the exchange visitor's personal health, safety, and/or well-being is put at risk in any way.

If the sponsor is not responsive to your concerns, please contact the Department of State directly at our 24-hour toll-free Emergency Hotline (1-866-283-9090) that has been established for this purpose, or by email at [JVisas@state.gov](mailto:JVisas@state.gov). In addition, the program sponsor provides each exchange visitor with information regarding telephone numbers for immediate contact with the sponsor organization and the Department of State's toll-free Emergency Hotline and email address. Your exchange visitor may contact us if they have any concerns about their health, safety, and/or well-being.

BridgeUSA strengthens the State Department's ties with U.S. cities and states. Engaging employers and exchange visitors brings the benefits of foreign policy to the local level and encourages communities to increasingly participate on the international stage. Thank you for joining with us in this effort.

Sincerely,

A handwritten signature in black ink that reads "Karen Ward".

Karen Ward  
Acting Deputy Assistant Secretary  
for Private Sector Exchange